



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Group Administrator Memo #00-01

To: Group Administrators
From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs
Date: August 1, 2000
Re: Mailing List – E-Mail Survey/Update

We are continuing our efforts to update our TLC group mailing lists to ensure that important Health Benefits information reaches every group. We must rely on you to notify us when there is a change in Executive or Routine contacts or addresses. So that we can communicate with our groups more efficiently, we ask that you please provide your e-mail address, if appropriate. This will allow us to communicate important information to you without mail delays.

Attached is a copy of our Mailing List Survey. Please submit your responses by **Tuesday, September 5, 2000**. You may mail, fax or E-mail the completed survey to:

The Local Choice
Attn: Renee Hill
Health Benefits Department
James Monroe Building, 13th Floor
101 North 14th Street
Richmond, VA 23219

Fax #: (804) 371-0231
E-Mail Address: rjhill@dhrm.state.va.us

Also attached for your use in responding to employee requests is an appeals form developed for members of the TLC health plans. The appeals form, e-mail survey form and memo also will be on our new web site at <http://www.thelocalchoice.state.va.us>. Once you connect, click forms and survey. Please use the e-mail survey form to notify us of changes or corrections that should be made. *Any questions regarding this memo or survey should be directed to Renee Hill at (804) 225-2170 or by E-mail at the above address.*

We appreciate your assistance in helping to update our files.

Enclosures